

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Sixth Town Council of Highland
Monday, September 21, 2009**

The regular session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, September 21, 2009** at the regular time of 7:05 o'clock p.m.

Silent Roll Call: Councilors Mark Herak, Brian Novak, Dan Vassar and Konnie Kuiper (with announced delayed arrival) were present. Councilor Zemen was absent, but notified the Council of the absence. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Also present: Kathleen Dowling, Deputy Clerk-Treasurer; Dan Stombaugh, and Mark Roorda of the Town Board of Metropolitan Police Commissioners and the Metropolitan Police Chief, Peter T. Hojnicky; Ken Balon, Pension Secretary; and William Timmer, Fire Chief; were present.

Cynthia Singleton Clerk-Treasurer Intern; was also present.

Robin Carlascio and Teresa Badovich of the *Idea Factory*, producers of the Town News Letter, were also presented.

General Substance of Matters Discussed

1. With leave from the Town Council, the agenda was modified to permit the idea factory representatives to make a presentation. Robin Carlascio and Teresa Badovich were present to discuss the remake of the current Town website. Ms. Carlascio and Ms. Badovich presented a brief, nascent rendering of a proposed changed portal page for the municipal website. The discussion included greater integration of the newsletter (Gazebo Express), with the website.

After a brief presentation, the *Idea Factory* representatives provided a printed proposal for services.

2. The Town Council conducted its budget works sessions with each department head. The meeting was conducted according to this schedule:

7:00 p.m. to 7:20 p.m. (Scheduled)

William Timmer discussed the following budget for the following funds or departments of the General Fund:

Fire/EMS Department

The Town Council and the Fire Chief discussed the various lines in the budget. It was noted that many capital improvements for the number one fire station have been upgraded. The Council and the department head discussed the prospect for any grants to support the 400 series items.

In addition to the forgoing, the Town Council and the public safety department heads discussed the possible uses for the excess levy distribution from the Lake County Council, disbursing the dormant fund balance from the welfare funds. The amount for the civil town is \$126,703. The amount for the Sanitary District is \$3,143. These can only be used for "public safety" and the amounts are one time windfalls. They are not recurrent. The Fire Chief presented the prospect of a "Reverse 911" system as a desirable use. The Fire Chief recommended a system called "Code Spear." It was noted that the annual maintenance of the

system that he is recommending is an annual fee of between \$2,000 to \$5,000. He noted it was dependent. He had literature for the Council to review.

It was suggested that the public safety department leaders meet and prepare a joint recommendation to the Council that they can believe that is the most optimal use of the funds.

Bill Timmer departed at 7:35 p.m.

7:25 p.m. to 7:45 p.m. (Scheduled)

Kenneth Balon, Pension Secretary
Police Pension Fund

The Town Council discussed the budget of the police pension fund. The fund was increased by \$778 in the current budget over the prior year. The discussion included the issue of the 27 paydays and the modification of the base pay for pension purposes, temporarily increasing the base, if the Town Council wishes to do so. It was noted that the Metropolitan Police Department budget would need to identify the employer's portion.

The Town Council inquired about the variability of the Police Pension Fund over the history of the fund.

7:50 p.m. to 8:10 p.m. (Scheduled)

Peter T. Hojnicky
Metropolitan Police Department of the General Fund
Volunteers in Police Services Department of the General Fund
Law Enforcement Continuing Education & Training Fund
VIPS/Parks Public Safety Fund
MCCD requested portion

The Town Council and Department leader discussed the budget rationale, noting that the overtime was decreased and that the budget for force strength is only for 41 officers. It was noted that there was included a full-time dispatcher not previously budgeted. The Police Chief did not favor the "reverse 911 application", perceiving the burden on the operations by dispatching staff.

The Town Council and the police chief discussed the amount of officers who are eligible to retire. The discussion explored how many may be likely to depart. The Police Chief opined that the younger officers may be more likely to leave to seek positions with Federal Law enforcement for the compensation.

The discussion included a discussion of the number of officers who are assigned for road patrol. It was revealed that there are three shifts of eight officers. It was further noted that there is an overlapping power shift.

The police department representatives urged the Town Council to consider an added ambulance service fee to cover the costs associated with the dispatchers' paper work and time to document the calls.

The Town Council and the police representatives discussed certain purely local fines and the prospect of modifying the fines and increasing productivity for these.

The Police Chief and others departed at 8:34 p.m.

8:15 p.m. to 8:35 p.m. (Scheduled)

Elected Officers

Office of the Town Council of the General Fund

Office of the Clerk-Treasurer of the General Fund

Services and Works Board Department of the General Fund

Corporation Bond and Interest Exempt

Corporation Bond and Interest Regular

Parks District Bond & Interest Exempt

Redevelopment Bond & Interest Exempt

MCCD all requested

Community Events Commission Special Events Fund

Councilor Kuiper arrived at 8:40 p.m. by arrangement.

He also noted that former police officer Chris Hayes, who died this day, would have his visitation at the Kuiper Funeral Home, from 2:00 pm to 8:00 p.m. Friday, September 25, 2009. The funeral is to take place at First Christian Reformed Church.

A brief presentation was conducted by the Clerk-Treasurer regarding the forgoing budgets. Except for the debt service and the MCCD Fund, all other operating departments or fund budgets were presented with no increase for 2010 from 2009.

The Town Council discussed the desire to change the current study session following the regular meeting on Monday, September 28, 2009 to work on budget reconciliation. The Council wished to reschedule the presentation by the Redevelopment Director to the study session of October 5, 2009.

There being no further business to come before the Town Council, the regular study session of the Town Council, of **Monday, September 21, 2009**, was adjourned 9:15 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer